

**Albion Housing Commission  
Monthly Board Meeting  
Tuesday, September 29, 2015**

**Where:** 1300 Cooper Street, Albion, MI 49224

**When:** Tuesday, September 29, 2015

**Time:** 1:00 P.M.

1. **Election of Officers**
2. **Call to Order:**
3. **Resident Citizen Time: Three - Five Minutes Please**
4. **Approval of Agenda for Tuesday, August 18, 2015**
5. **Approval of Minutes from the Regular Board Meeting on Tuesday, August 18, 2015**
6. **Communication:**
  - A. Albion Housing Commission's Occupancy Report (enc. #1)
  - B. Albion Housing Commission's Capital Investments **Roll Call** (enc. #2)
  - C. Albion Housing Commission HUD/REAC Inspections Completed on Friday, September 25, 2015
  - D. Albion Housing Commission's Get Moving Program and Albion Health Care Alliance Survey (enc. #3)
  - E. Albion Housing Commission's Drum Line and JR's Dancing Dolls Performance at the Festival of the Forks Parade and the Big Read Program Saturday, October 3, 2015 at 1:00 P.M.

7. **Albion Housing Commission's Accounts Payable Statements:**  
Approval of Albion Housing Commission's Accounts Payable Statements for August 21, 2015 - September 24, 2015 **Roll Call** (enc. #4)
8. **Albion Housing Commission's Bank of America Credit Card Statement:**  
Approval of Albion Housing Commission's Credit Card Statement for July 26, 2015 - August 25, 2015 **Roll Call** (enc. #5)
9. **Albion Housing Commission's Operating Income Statement, Balance Sheet and Operation Monitor:** Albion Housing Commission's Operating Statements for August 31, 2015 (enc.#6)
10. **Albion Housing Commission's Old Business:**
  - A. Update on Disposition of 2001 Chevrolet Silverado, 1500 Regular Cab
  - B. Update on Employee Michael Porter's Concern Regarding Possible incorrect Health Savings Amount and Family/Single Plan
  - C. Specialty Satellite & Antenna Service to install Antenna at Peabody Place & George V. Mather Residents' Request
11. **Albion Housing Commission's New Business:**
  - A. Discussion of Property Signs for Peabody Place, George V. Mathers and Grandview Heights (enc. #7)
  - B. Albion Housing Commission's Collection Losses, **Roll Call Resolution #014-015-016** (enc.#8)
  - C. Albion Housing Commission's Five Year and Annual Plans **Resolution #014-015-017 Roll Call** (enc.#9)
12. **Directors Personal Privilege:**
  - A. 2015 National Conference and Exhibition on October 15-17, 2015 in Los Angeles CA, and PHADA's 2016 Commissioners' Conference in Miami, FL, January 10-13, 2016 (enc. #10)

**13. Commissioner's Personal Privilege:**

A. Commissioner's Working Session/Retreat Planned for September or October 2015

**14. Adjournment**



**ALBION HOUSING COMMISSION  
1300 COOPER ST.  
ALBION, MI 49224**

The Albion Housing Commission's Monthly Board Meeting was held on Tuesday, August 18, 2015 at 1:00 p.m. in the conference room of the Albion Housing Commission, located at 1300 Cooper Street, Albion, MI 49224.

**Call to Order:**

Commissioner Arnett called the meeting to order at 1:00 p.m.

**Roll Call:**

Present Commissioners:	Mr. James Arnett Mrs. Kathleen Stimer Mrs. Jane Bradley Mr. Ronald Gant Ms. Joyce Washington
Excused Commissioners:	None

**Resident/Citizen Time:**

None. Director Kemp informed the Board that if residents were to attend the board meetings, the housing commission will give community service hours to those residents. Commissioner Arnett mentioned the letter that he received from the City of Albion regarding Albion's City Council and their relationship/role to/with the Albion Housing Commission and other boards. The entire Board indicated they received their letters from the City.

**Approval of the Agenda:**

Commissioner Arnett called for an approval of the agenda with an addition to move into Executive Session after adjournment of the regular board meeting. Commissioner Arnett called for a motion. Commissioner Gant made a motion to approve the agenda with the additions. Commissioner Washington supported the motion. **The motion was approved by all.**

**Approval of the Minutes:**

The Board reviewed the minutes from the regular board meeting on Tuesday, June 16, 2015. Commissioner Arnett called for the approval of the board meeting minutes. Commissioner Washington made a motion to approve the minutes as written. Commissioner Gant seconded the motion. **The motion was approved by all.**

**Communication:**

**Albion Housing Commission's Occupancy Report (enc. #1):** Director Kemp informed the Board that the housing commission's current occupancy is 98%. Commissioner Stimer asked if there were any units offline. Director Kemp informed the Board that all units are online.

**Albion Housing Commission's Capital Investments, Roll Call (enc. #2):** Director Kemp informed the Board that there are no Capital Investments to be made. Director Kemp stated there are two (2) future investments for September 16, 2015 and November 3, 2015 at .65% interest rate. Director Kemp informed the Board that she would try to get a better rate for the CD in the amount of \$91,000.00. Commissioner Stimer asked if the housing commission has any major projects at this time. Director Kemp informed the Board there are no major projects at this time. Commissioner Arnett called for a motion. Commissioner Gant made a motion to accept that there are no Capital Investments at this time. Commissioner Bradley seconded the motion. **The motion was approved by all.**



**Roll Call:**

**Mr. James Arnett – Yes**  
**Mr. Kathleen Stimer – Yes**  
**Mrs. Jane Bradley – Yes**  
**Mr. Ronald Gant – Yes**  
**Ms. Joyce Washington – Yes**

**Albion Housing Commission July 2015 Newsletter & Notice to Peabody And Mather Residents**

**(enc. #3):** Director Kemp presented the Board with Albion Housing Commission's July, 2015 Newsletter and a notice given to all Peabody and Mather residents. Commissioner Stimer stated she does not feel the housing commission is accommodating families that may work from 8:00 a.m. – 3:30 p.m., Monday-Friday. Commissioner Stimer stated that the working families trash would have to stay locked in their apartment until the weekend because they would not get home to dump trash until the dumpsters are closed. Commissioner Stimer asked if the housing commission could give a key to a resident to lock the dumpsters up every night at 9:00 p.m. Director Kemp stated that reason for the housing commission locking dumpsters up at a reasonable time is because the housing commission dumpsters were becoming a citywide dump for all the City of Albion residents. Director Kemp stated that in the past residents have brought their concerns regarding the closing of the dumpsters to the board meeting. Mr. Brown stated families that have to be at work before the dumpsters are opened will place their trash on top of the dumpsters and maintenance is aware of who those families are. Director Kemp stated the housing commission is accommodating tenants and the process has been working for approximately 3 years. Commissioner Stimer mentioned a sign be posted on or near the dumpster for individuals that dump illegally will be a fined. Commissioner Arnett stated there is no way to enforce the fine, Albion Department of Public Safety will not follow through. Maintenance Supervisor, Quentin Brown stated that Peabody's trash is beginning to become an issue, due to residents dumping trash on the floor and not placing trash in bags. Director Kemp informed the Board that herself, Ms. Stannetta Rider and Ms. Callie Taylor participated in the Back to School Walk on Saturday, August 15, 2015 to support Albion Public Schools.

**Albion City Council and Albion Housing Commission's Special Meeting Resolution and Minutes**

**(enc. #4):** Commissioner Arnett stated the special meeting with the City of Albion and Albion Housing Commission was a success. Commissioner Stimer stated that there was no discussion regarding the elimination of the Albion Housing Commission's Liason position. The liason position has been terminated. Commissioner Arnett and Director Kemp stated no discussion was needed due to the City of Albion resolving that issue before the meeting took place. Director Kemp stated resident, Maurice Barnes complimented her and Maintenance Supervisor, Quentin Brown on the tremendous job that they are doing.

**Albion Housing Commission preparing for HUD/REAC Inspections. Inspection is scheduled for September 25, 2015:** Director Kemp informed the Board the Albion Housing Commission's HUD REAC Inspection is scheduled for September 25, 2015. Director Kemp stated that maintenance and contract workers will be working overtime, including Saturday's and Sunday's to prepare for the inspection. Due to short notice, the housing commission is focusing on only defects in the units. Director Kemp stated the housing commission received 88% last year. Albion Housing Commission's goal this year is 90%. Director Kemp stated retired Maintenance Supervisor, Otis Edmonds, is also working on screens and unit identifiers to assist with the HUD/REAC Inspections.

**Albion Housing Commission Accounts Payable Statements:**

**Approval of Albion Housing Commission's Accounts Payable Statements for June 12, 2015 – August 13, 2015, Roll Call (enc. #5):** Director Kemp presented the Board with the Albion Housing Commission's Accounts Payable Statements for June 12, 2015 – August 13, 2015. Commissioner Arnett



questioned the J. McEldowney payment. Director Kemp informed the Board that J. McEldowney is the business that services the housing commission's copy machine. Director Kemp stated that the Ruff & Kreger payments are for the repair of ceilings in Northview Homes. Commissioner Arnett called for a motion. Commissioner Stimer made a motion to accept the Albion Housing Commission's Account Payable Statements for June 12, 2015 – August 13, 2015. Commissioner Gant seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Mrs. Jane Bradley – Yes  
Mrs. Kathleen Stimer – Yes  
Mr. Ronald Gant – Yes  
Ms. Joyce Washington – Yes  
Mr. James Arnett – Yes**

**Albion Housing Commission's Bank of America Credit Card Statements:**

**Approval of Albion Housing Commission's Credit Card Statements for May 26, 2015 – June 25, 2015 and June 26, 2015 – July 25, 2015 – Roll Call (enc. #6):** Director Kemp presented the Board with the Bank of America Credit Card Statements for May 26, 2015 – June 25, 2015 and June 26, 2015 – July 25, 2015. Commissioner Stimer questioned ScootAround purchase. Director Kemp informed the Board the housing commission rented two (2) ScootAround chairs for Commissioners Washington and Gant for the conference in Austin, Texas. Director Kemp informed the Board that the 10<sup>th</sup> District Court payment is for processing files for eviction. Commissioner Bradley stated she appreciates the housing commission for providing her with Albion Housing Commission's Credit Card while she attended the conference in Austin, Texas. Commissioner Bradley stated she used the AHC Credit Card for hotel expenses only. Commissioner Arnett called for a motion. Commissioner Washington made a motion to accept the Albion Housing Commission's Credit Card Statements for May 26, 2015 – June 25, 2015 and June 26, 2015 – July 25, 2015. Commissioner Stimer seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Mrs. Kathleen Stimer – Yes  
Mr. Ronald Gant – Yes  
Ms. Joyce Washington – Yes  
Mr. James Arnett – Yes  
Mrs. Jane Bradley – Yes**

**Albion Housing Commission's Operating Income Statement, Balance Sheet, and Operation**

**Monitor:** Albion Housing Commission's Operating Statements for June 30, 2015 (enc. #7): Director Kemp explained the Operating Income Statement, Balance Sheet, and Operation Monitor. Commissioner Arnett mentioned the overage in utilities for gas. After some discussion, Commissioner Arnett called for a motion. Commissioner Gant made a motion to accept Albion Housing Commission's Operating Income Statement, Balance Sheet, and Operation Monitor. Commissioner Washington seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Mr. James Arnett – Yes  
Mrs. Jane Bradley – Yes  
Mr. James Noble – Yes  
Mr. Ronald Gant – Yes  
Ms. Joyce Washington – Yes**

**Albion Housing Commission's Old Business:**

**Revisit Disposition of 2001, Chevy Silverado, 1500 Regular Cab:** Director Kemp informed the Board the ad was placed in the newspaper and no bids were received. Commissioner Stimer proposed the housing commission donate the vehicle to a school for Mother's Against Drunk Driving. Director Kemp



stated she would like to obtain the funds for the vehicle to placed back into the operating subsidy. Commissioner Stimer asked if the ad could be placed in the newspaper again with no minimum bid. Director Kemp stated the cost of advertisement is very expensive. Director Kemp recommended that the housing commission contact a salvage yard to come get the vehicle and place the funds back into the operating subsidy. The Board agreed.

**Albion Housing Commission's Proposed Satellite Dish and Antenna Policy, Resolution #014-015-013 (enc. #8):** Director Kemp presented the Board with the proposed satellite dish and antenna policy. Director Kemp informed the Board that insurance companies were contacted, and two companies stated that satellites are not covered under renters insurance. Insurance companies stated that the satellite company should have liability insurance to cover their own satellites. Director Kemp informed the Board that the housing commission has a tenant in violation of their lease; the tenant is currently under a 30-Day Termination of Tenancy for having a satellite installed outside their unit in a red bucket. Commissioner Stimer recommended the housing commission offer all tenants basic cable by adding the cost to their rent. Commissioner Stimer stated if the cable fee was not paid, their cable service would be shut off. Commissioner Arnett recommended that the Satellite Policy be tabled until the next board meeting. Director Kemp stated Albion Insurance stated the minimum amount of insurance is \$10,000.00, approximately \$100.00 - \$200.00/month. After some discussion, Commissioner Arnett called for a motion. Commissioner Bradley made a motion to approve the proposed Satellite Dish and Antenna Policy, **Resolution #014-015-013**. Commissioner Stimer seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Mr. Ronald Gant – Yes**  
**Ms. Joyce Washington – Yes**  
**Mr. James Arnett – Yes**  
**Mrs. Jane Bradley – Yes**  
**Mrs. Kathleen Stimer – Yes**

**Albion Housing Commission's Proposed Automobile/Vehicle Policy, Resolution #014-015-008 (enc. #9):** Director Kemp presented the Board with the Proposed Automobile/Vehicle Policy. Commissioner Stimer mentioned that before she became commissioner she received phone calls regarding a housing commission vehicle being used for an employee to pick their children up from daycare. Director Kemp stated she resolved that complaint, which was made to her three (3) years ago. Commissioner Stimer stated the housing commission vehicles are only to be used for work purposes only. Commissioner Arnett stated the Automobile /Vehicle Policy articulates the expectation of a housing commission employee while driving an Albion Housing Commission vehicle. After little discussion, Commissioner Arnett called for a motion. Commissioner Washington made a motion to accept the Proposed Automobile/Vehicle Policy, **Resolution #014-015-008**. Commissioner Gant seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Ms. Joyce Washington – Yes**  
**Mr. James Arnett – Yes**  
**Ms. Jane Bradley – Yes**  
**Mrs. Kathleen Stimer – Yes**  
**Mr. Ronald Gant – Yes**

**Albion Housing Commission's Proposed Credit Card Policy, Resolution #014-015-009 (enc. #10):** Director Kemp presented the Board with the Proposed Credit Card Policy. Commissioner Stimer asked if the housing commission were purchasing all travel tickets with the Albion Housing Commission's Credit Card and spouses were reimbursing travel tickets. Commissioner Arnett stated according to WHOLA, the housing commission was incorrectly using governmental funds when purchasing spouse/family member



airline tickets. Commissioner Stimer stated during the booking procedure, spouses need to have their method of payment present to ensure favorable seating arrangements are met. Director Kemp stated the use of the Albion Housing Commission's Credit Card and spouses are discussed in the Albion Housing Commission's Travel Policy. Director Kemp stated the reason for revisiting the Albion Housing Commission Credit Card Policy is to update the policy (last visited 2001). Commissioner Bradley stated when traveling with Albion Housing Commission in the future, she will prepay for her husband and herself and the housing commission can reimburse her. After some discussion, Commissioner Arnett called for a motion. Commissioner Gant made a motion to accept the Albion Housing Commission's Proposed Credit Card Policy, **Resolution #014-015-009**. Commissioner Bradley seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Mr. James Arnett – Yes**  
**Mrs. Jane Bradley – Yes**  
**Mrs. Kathleen Stimer – Yes**  
**Mr. Ronald Gant – Yes**  
**Ms. Joyce Washington – Yes**

**Albion Housing Commission's New Business:**

**Albion Housing Commission's Collection Losses, Resolution #014-015-015 (enc. #11):** Director Kemp presented the Board with Albion Housing Commission's Collection Losses. Director Kemp explained acct #1012 in the amount of \$1,215.17, the tenant skipped under eviction for unreported income and retro rent, acct #1016 was evicted for non-payment of rent, acct #1020 was evicted for unreported income and non-payment of rent, acct #1030 was evicted for non-payment; a garnishment has been entered, acct #1080 was evicted for \$800.00 in door damages and an unauthorized individual, acct #2105 was evicted, acct #2111 was a flat renter evicted for non-payment of rent, cost and damages, acct #2123 was a flat renter and was evicted for rent, cost and damages. Commissioner Stimer asked once the housing commission completes the write-off, is the debt placed on their credit report. Director Kemp informed the Board that the debt is reported to the credit bureau in EIV (Enterprise Income Verification), a HUD system that is used to give other housing authorities the "amount of any balance a tenant owes a PHA or Section 8 landlord (up to \$500,000) and explanation for balance owed (i.e. unpaid rent, retroactive rent (due to unreported income and/ or change in family composition) or other charges such as damages, utility charges, etc.)." Commissioner Arnett called for a motion. Commissioner Washington made a motion to approve Albion Housing Commission's Collection Losses, **Resolution #014-015-015**. Commissioner Stimer seconded the motion. **The motion was approved by all.**

**Roll Call:**

**Mrs. Jane Bradley – Yes**  
**Mrs. Kathleen Stimer – Yes**  
**Mr. James Arnett – Yes**  
**Ms. Joyce Washington – Yes**  
**Mr. Ronald Gant – Yes**

**Employee Michael Porter's Concern Regarding Possible incorrect Health Savings Account Amount under Family/Single Plan:**

Director Kemp informed the Board that Albion Housing Commission Employee, Michael Porter has a concern regarding him possibly receiving an incorrect amount in his health savings plan, for the Family/Single Plan. Director Kemp informed the Board that Mr. Porter is listed as a family who receives \$4,000.00 although he is receiving the amount of \$2,000 for the single plan. Director Kemp stated Albion Housing Commission is billed from the City of Albion, and this is a City of Albion issue that needs to be addressed. Commissioner Arnett advised Director Kemp to contact the City of Albion to ensure that Mr. Porter is receiving the correct amount for his health savings account. Director Kemp stated she will contact Mike Tymkew. Commissioner Arnett advised Director



Kemp to provide information regarding the outcome of Mr. Porter's health savings account to the Board at the next board meeting.

**City of Albion Blue Cross Renewal Rate and Change of Renewal Date to October, 2015 (enc. #12):** Director Kemp informed the Board the City of Albion Blue Cross renewal rate for the insurance premium has decreased to 6.69% and the renewal date has been changed to October, 2015.

**Albion Housing Commission's 2015 Capital Fund Project: Grandview Heights Flooring, Bid Tabulations, Options and Recommendation from Design House Architects and Designers (enc. #13):** Director Kemp stated the 2015 Capital Fund Project for Grandview Heights Flooring received one (1) bid. Director Kemp stated that the bid was over budgeted for 20 units to have flooring replaced; the budgeted amount was \$133,942.00. Director Kemp stated the recommendation from Design House Architects and Designers is not to complete stair treads during this project. Director Kemp informed the Board that Ex-Maintenance Supervisor, Otis Edmonds and Maintenance Supervisor, Quentin Brown stated that treads need to be completed at the time the floors are being completed/installed. Director Kemp stated she would like to complete all flooring at once. Commissioner Stimer asked if the housing commission send bids to local companies. Director Kemp stated the housing commission sent bids to both local and long distance companies. After some discussion, Director Kemp recommended the 2015 Capital Fund Project for Grandview Heights flooring be placed on hold until 2015/2016 Capital Fund Project funds are released. The Board agreed.

**Director Personal Privilege:**

**2015 National Conference and Exhibition on October 15-17, 2015, in Los Angeles, CA. Director Ann Kemp will be attending 2015 Joint Housing Conference, MI NAHRO, MHDA and OPHO on September 9-11, 2015 in Crystal Mountain Resort and Public Housing Capital Fund Guidebook Training, a Comprehensive Review in Detroit, MI, September 17-18, 2015 (enc. #14):** Director Kemp stated that she and Callie Taylor will attend the 2015 National Conference and Exhibition on October 15-17, 2015 in Los Angeles, CA. Director Kemp stated she will also be attending the 2015 Joint Housing Conference, MI NAHRO, MHDA and OPHO on September 9-11, 2015 in Thompsonville, MI and Public Housing Capital Fund Guidebook Training, a Comprehensive Review on September 17-18, 2015 in Detroit, MI.

**Commissioner Personal Privilege:**

Commissioner Bradley thanked the Albion Housing Commission for the opportunity to attend the Summer Conference in Austin, Texas. Commissioners Bradley and Gant stated they enjoyed the homeless sessions, and the movie was very beneficial.

**Commissioner's Working Session/Retreat Planned for September or October, 2015:** Commissioner Stimer stated she would like the Commissioner's to have a working session/retreat in September or October, 2015. Commissioner Arnett stated he would attend the retreat, and recommended the commissioners discuss their short and long term goals for the Albion Housing Commission. Commissioner Bradley recommended all commissioners provide a list as to what they would like to discuss at the next scheduled board meeting. Commissioner Stimer asked when the elections were going to be held for the Board of Commissioners. Commissioner Arnett stated the elections will be held at September's Board Meeting.

**Adjournment:**

Commissioner Arnett called for a motion to adjourn regular board meeting. Commissioner Bradley made a motion to adjourn. Commissioner Washington seconded the motion. The regular board meeting was adjourned at 2:32 p.m.

Commissioner Arnett called for a motion to move into Executive Session. Commissioner Washington made a motion to move into Executive Session at 2:32 p.m. Commissioner Gant seconded the motion. The Executive Session was adjourned at 3:03 p.m.

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Prepared by Administrative Assistant, Callie Taylor

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President, James Arnett

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Secretary/Executive Director, Ann Kemp, PHM